



Working To Serve You Better

Dear Friends:

As Secretary of State, I am committed to providing efficient service to the people of Illinois.

This brochure serves as a guide when applying for a duplicate or corrected title. Typically, when a vehicle title is lost or destroyed, it is difficult to remember the information required to obtain a duplicate or corrected title. If all known information is completed as accurately as possible, including the vehicle identification number from the vehicle and the current license plate number, my office will be able to process your application faster.

Applications for duplicate or corrected titles are available at many Secretary of State facilities for your convenience.

I hope you will find this information helpful. If we can be of further assistance, please call my office's Vehicle Services Department.

Sincerely,

Desse White

JESSE WHITE Secretary of State

Duplicate Title

A duplicate title replaces a previously issued title and will only be issued when the Secretary of State's office deems the original title is **lost**, **stolen** or **mutilated**.

Under no circumstances will an Illinois duplicate title be issued unless 15 days have elapsed from the date of issuance of the original title, or 30 days from the date of issuance of a duplicate title. This provision protects the public and financial institutions against fraud.

A title application (VSD-330) marked **DUPLI-CATE TITLE** must be completed, showing signature(s) and the reason for needing the duplicate title. Submit the application along with the **\$65 fee** to the Secretary of State.

All boxes and questions on the application must be completed except for the number of cc, which applies only to motorcycles and mopeds. Mobile home square footage must be completed for all mobile homes.

Copy the exact **vehicle identification number** from the vehicle and complete the application carefully and legibly. Vehicle records will be researched for additional information if necessary.

A duplicate title application must state the vehicle odometer reading at the time of application.

Corrected Title

Any changes or corrections should be made on a title application (VSD-330) marked **CORRECTED TITLE**. (A duplicate title replaces a previous title and should not be requested for correcting information.)

If you need to replace a **lost title and make changes**, the changes may be made on a duplicate title application.

Apply for a CORRECTED TITLE when:

 Removing an owner's name due to divorce, etc. — An affirmation from the individual releasing interest in the vehicle or a copy of relevant pages in the divorce decree awarding the vehicle must be submitted. Divorce decree pages must include the name of the court, identity of the vehicle and signature of the judge. In the case of a deceased owner, a certified copy of the death certificate must be submitted. If the estate is being probated, a certified copy of the letters of administration or court order must also be submitted.

- Adding or changing an owner's name due to marriage, etc. Changes should be indicated in the proper area and an explanation submitted. An application for Vehicle Title and Registration (VSD-190) must be submitted along with a \$3 fee to correct the registration card. If the registration sticker expires soon, the information may be indicated on the renewal application in lieu of an additional application; however, the title and registration must be corrected at the same time.
- Changing the owner's name.
- Adding a lien Indicate the full name and address of the lienholder.

Liens and Special Mailing

Illinois titles are mailed to the lienholder if a lien is applied. Include the complete name and address of the lienholder on the duplicate title application. If there is no lien, the title will be mailed to the principal owner listed first on the application. If there is no lien and the owner wants the duplicate title mailed to a different address, special mailing instructions should be shown in the "MAIL TO" area.

If a lien shown on the previous title has been satisfied, do not show the lienholder on the duplicate title application. Submit one of the following items to remove the lienholder:

- Lien clearance letter from the lienholder indicating that the lien has been paid in full.
- Lien contract stating that the lien has been paid in full.
- Copies of receipts or cancelled checks to the lienholder totaling the amount of the original lien and evidence of the original lien amount.
- Court order directing the Secretary of State's office to issue the duplicate title without the lien or lienholder's name.

Out-of-State Residents

Out-of-state residents may not apply for an Illinois duplicate title unless they have a previous Illinois address. An out-of-state resident who has purchased a vehicle without a title from an Illinois resident must ask the previous owner to apply for the duplicate title.

When applying for a DUPLICATE TITLE, former Illinois residents must:

- Indicate their former Illinois address in the owner's address information area on the application, and
- Include out-of-state mailing instructions in the "MAIL TO" information area.

Application For Duplicate or Corrected Title

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Where to Apply

Vehicle title applications may be obtained from most Secretary of State facilities or by contacting:

Secretary of State VSD Forms Distribution 3701 Winchester Rd. Springfield, IL 62707 (800) 252-8980 (312) 793-1020

Applications may be made in person at:

Springfield

- Howlett Building, 501 S. Second St.
- 2701 S. Dirksen Parkway

Chicago

- 100 W. Randolph
- 5401 N. Elston
- 9901 S. King Dr.
- 5301 W. Lexington

Secretary of State Facilities

- Lombard
- Naperville
- Bloomington
- Carbondale
- Champaign
- Decatur
- Granite City
- Peoria
- Quincy

Duplicate and corrected title applications may be mailed along with any required documents and appropriate fees in the form of a check or money order to:

Office of the Secretary of State Mail-In Title Audit Section 501 S. Second St. Springfield, IL 62756-7000

Applications will be returned if the information or fee is insufficient to process.



www.cyberdriveillinois.com

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